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**Information Management**

**THE AIR FORCE PUBLICATIONS AND  
FORMS MANAGEMENT  
PROGRAMS--PUBLICATION LIBRARIES AND  
SETS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This volume tells how to set up master and functional publication libraries and publication sets, and gives guidance on how to keep libraries. It implements AFPD 37-1, *Air Force Information Management*. It applies to all Air Force personnel who are directors and chiefs of information management and to library custodians. It does not apply to personnel responsible for the Air Force library service, technical orders, stock lists, or historical reference files. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113. Any organization may supplement this volume. Major commands (MAJCOM), field operating agencies (FOA), and direct reporting units (DRU) send one copy of their supplement to SAF/AAIP, 170 Luke Avenue, Suite 300, Bolling AFB DC 20332-5113; other commands send one copy of each supplement to the next higher headquarters.

**SUMMARY OF CHANGES**

This revision adds the volume to the AFI 37-160 series of volumes, corrects functional address symbols (paragraph **A2.5.**), adds information on X and L distribution systems (paragraphs **7.3.** and **11.2.**), and changes the sequence in which formal page changes are posted in binders (**Attachment 2, Figure A2.1.**).

**(939RW)** The OPR for this supplement is 939 CF/SCBT (Ms Sharon Johnson). This supplement implements and extends the guidance of Air Force Instruction (AFI) 37-160, Vol 7, 15 August 1994.

**1. Glossary of References, Abbreviations, Acronyms, and Terms:** See **Attachment 1.**

**2. How To Set Up a Master Publication Library (MPL):**

**2. (939RW)** The 142 CF/PDO maintains the only Masters Publications Library on Portland ANG Base.

2.1. Most active Air Force bases or comparable major installations set up and keep at least one MPL. However, the Director of Information Management (IM) for the MAJCOM or FOA may waive this requirement if keeping an MPL is unnecessary to carry out the mission. An MPL that serves a base must be available to tenants. Usually, the host unit's Base Information Management activity (IM) keeps the MPL.

2.2. Each MAJCOM or FOA IM must set up and keep an MPL for general use by all staff elements. However, one MPL can serve both the host base and the MAJCOM or FOA, if they mutually agree. The MAJCOM or FOA MPL may replace the host base MPL. Consider location and needs. If the host base MPL can serve the MAJCOM or FOA needs, the IM may decide not to set up an MPL. The MAJCOM or FOA IM decides whether other command levels or locations must keep master libraries.

**3. How To Discontinue an MPL.** The appropriate IM may discontinue a master library at a MAJCOM, FOA, or base when there is a valid reason. When a MAJCOM or FOA IM sets up an MPL at a subordinate level, that IM must approve its discontinuance. Give users at least 60 days' advance notice of the closing. Inform the customer account representative (CAR), subaccount representative (SAR), or publishing distribution office (PDO) to cancel requirements.

**4. How To Set Up a Functional Publication Library (FPL).** Within each headquarters, the chief of a staff office at division level and above may authorize an FPL. If you keep decentralized publications, inform your servicing IM of the name and telephone number of the custodian and location of the library.

**5. How To Discontinue an FPL.** The official who authorized an FPL may discontinue it. This official informs the CAR or SAR who serves the unit to cancel distribution requirements. The CAR notifies the PDO to adjust requirements. Send a copy of the letter to the servicing IM.

**6. How To Set Up and Discontinue Publication Sets.** Supervisors may authorize or discontinue publication sets. Limit the number and contents of sets by requiring the use of nearby FPLs or MPLs. Keep your publication sets current. Tell the servicing CAR or SAR when you set up or discontinue a publication set.

**7. Contents of MPLs:**

**7.1. Unclassified Publications.** The MPL contains a copy of each unclassified publication issued by each higher headquarters of the activity, and the headquarters or activity keeping the library, and field, attached, host, or tenant units, if the IM decides that copies are necessary. However, you do not need to keep a publication that does not apply to the activity or its library users.

**7.2. Classified Publications.** Keep classified publications in the MPL only when needed by users of the library. Custodians must be able to control access to the material. If the library is not a secure area, file classified publications separately.

**7.3. X-Distribution Publications.** Do not keep X-distribution publications unless the office of primary responsibility (OPR) includes the library in the X-distribution list. See AFI 37-161, *Distribution Management* (formerly AFR 4-71), for an explanation of X-distribution information.

**7.4. Decentralized Publications.** To account for decentralized publications, you may use OF 21, **Cross-Reference**. Generally, these publications are voluminous, or are not of general interest. Usually only the functional OPR refers to them frequently (e.g., the Logistics and Communications series publications). The IM and functional OPR must agree to decentralize publications. Each MAJCOM or FOA IM prepares a list of decentralized publications that the functional OPRs, instead of the MPL, keep. Keep the list in the MPL for reference. (IMs may issue the list as a supplement to this instruction.) The functional OPR keeps a copy of each publication on the decentralized list as the official MPL copy. The OPR must make copies available to other staff offices, as needed. The IM may return decentralized publications to the MPL if the functional OPR does not keep them current or does not loan them to other offices.

**8. Contents of FPLs.** These libraries contain publications that specifically apply to the organization, a copy of this volume, and applicable indexes.

**9. Contents of a Publication Set and Public Use.** A publication set contains publications pertaining to the daily operations of the user. Do not make these publication sets available to the general public.

**10. Availability of Publications.** The MPLs and FPLs furnish publications as outlined below. (Because a publication set is a work file, it is available at the option of the user.) Publications are available to personnel based on their assigned duties and need to know. An MPL or FPL can serve several organizations within the same or different levels of command. Keep FPLs open to personnel of other staff offices in the headquarters. Sharing publications may reduce the size or number of FPLs. Publications kept in an MPL or FPL may be loaned to authorized persons for official use. Loaning publications is optional and depends on local needs. When a publication is loaned, complete and file AF Form 614, **Charge Out Record**; set a time for return of the publication; and get a receipt for each classified publication, if needed (DoD 5200.1-R/AFR 205-1, *Information Security Program Regulation*).

**10. (939RW) (939 CF/SCB)** Anyone taking publications from this library must complete AF Form 614, Charge out Record. Checkout publications for no longer than 3 business days.

**11. Public and Non-Department of Defense (DoD) Use of MPLs.** An MPL is the only facility that makes unclassified publications available to the general public for viewing. When more than one MPL is on the base or installation, the commander designates which one is to serve the general public. If you are the library custodian:

11.1. Separate publications marked For Official Use Only (FOUO) from those that are available for review by the public. If an MPL does not serve the general public, you may file FOUO material with other publications. Refer to AFI 37-131, *Air Force Freedom of Information Act Program* (formerly AFR 12-30), on how to mark, protect, handle, and release FOUO publications, and refer requests from members of the public for release of FOUO departmental publications according to AFI 37-131.

11.2. Segregate publications that have an L distribution from those that are available for review by non-DoD personnel. For an L-distribution publication, the automated data processing system (ADPS) manager must review requests from non-DoD personnel. The ADPS manager approves or disapproves the requests. The top of the title page of an L-distribution publication contains the following statement: "**Distribution Limited to DoD--Refer Other Requests to the ADPS Manager.**" The title-page footnote shows the ADPS manager's functional address symbol. MAJCOM and FOA IMs may decentralize L-distribution publications to the functional OPRs when the MPL cannot segregate

gate, protect, or control the documents. See AFI 37-161 for an explanation of L-distribution information.

**12. Public Use of FPLs.** Do not let the general public view or copy anything from an FPL (AFI 37-131). Functional managers refer the general public to the MPL designated for general public use. Since FPLs are not open to the public, you may file FOUO publications with other publications. An OPR may loan a decentralized publication in an FPL to an MPL for public viewing. Before loaning the publication, the OPR makes sure it is not FOUO, and does not contain material that cannot be released to the general public; publications in either of these categories must not be loaned to the MPL. Refer requests for L-distribution publications to the ADPS manager (paragraph 11.).

**12. (939RW)** No facility within the 939 RQW is authorized to make publications available to the public for viewing.

**13. How To Order Publications.** Request publications through your CAR or SAR according to AFI 37-161. Review the publishing bulletins and indexes to determine needed publications. If you receive publications that you do not need, or if you are getting too many copies, tell the CAR or SAR immediately.

**14. Keeping a Publication Library.** Attachment 2 and Attachment 3 give guidance on how to keep, post, file, and inventory publications.

**15. Obsolete Publications.** A publication becomes obsolete when another publication supersedes it or when the OPR rescinds it. An entry in the obsolete section of an index or a notice in a publishing or base bulletin announces the rescission. A publication may also expire; e.g., a statement such as "Expires 16 Nov 93" means the publication is automatically obsolete as of that date unless the OPR supersedes or rescinds it before that date.

**16. How To Keep Obsolete Publications.** If you are not an IM, you need not keep obsolete directives that other functional managers may need to review. The IM decides whether to keep obsolete publications in an MPL. When a command uses a microfilm or other type of retrieval source for its obsolete publications, it supplements this instruction to advise its subordinate activities of the availability. A copy of an obsolete publication not available through microfilm or similar source is kept in the official record set of that publication. Send a request for the publication to the issuing headquarters. (Secretariat, Air Staff, MAJCOM, and FOA OPRs responsible for departmental publications keep record sets. See AFMAN 37-139, *Records Disposition--Standards* (formerly AFR 4-20, volume 2); and AFI 37-160, volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* [formerly AFRs 5-1 and 5-8]). If functional offices or library custodians keep obsolete publications, keep them as follows:

16.1. On the top of the first page of the obsolete publication, write in the number and date of the publication that superseded it, or the action that rescinded it (e.g., the notice in a publishing bulletin or an index).

16.2. File these publications in separate binders clearly marked "Obsolete Publications."

16.3. File obsolete classified publications separately, unless they are kept in a secure area where they may be filed with obsolete unclassified publications.

16.4. Screen obsolete publications as required and discard those no longer needed.

16.5. Post the date of last review of the obsolete publication on its first page or cover or keep a record on a sheet of bond paper that shows the obsolete file is necessary and dates of review, then file the review record with the obsolete publications.

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**Attachment 1****GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS*****References***

DoD 5200.1-R/AFR 205-1, *Information Security Program Regulation*

AFPD 37-1, *Air Force Information Management*

AFI 37-123, *Management of Records* (formerly AFR 4-34)

AFI 37-131, *Air Force Freedom of Information Act Program* (formerly AFR 12-30)

AFMAN 37-139, *Records Disposition--Standards* (formerly AFR 4-20, volume 2)

AFI 37-160, volume 1, *The Air Force Publications and Forms Management Programs--Developing and Processing Publications* (formerly AFRs 5-1 and 5-8)

AFI 37-160, volume 4, *The Air Force Publications and Forms Management Programs--Air Force Periodicals and Nonrecurring Pamphlets* (formerly AFRs 5-7 and 5-15)

AFI 37-161, *Distribution Management* (formerly AFR 4-71)

AFM 67-1, *USAF Supply Manual*

***Abbreviations and Acronyms***

**ADPS**—Automatic Data Processing System

**AFI**—Air Force Instruction

**AFR**—Air Force Regulation

**CAR**—Customer Account Representative

**DoD**—Department of Defense

**DRU**—Direct Reporting Unit

**EMC**—Emergency Message Change

**FAC**—Functional Account Code

**FOA**—Field Operating Agency

**FPL**—Functional Publication Library

**FOUO**—For Official Use Only

**IM**—Director of Information Management; or Chief, Base Information Management

**IMC**—Interim Message Change

**MAJCOM**—Major Command

**MPL**—Master Publication Library

**OF**—Optional Form

**OPR**—Office of Primary Responsibility

**PDO**—Publishing Distribution Office

**PIM**—Procedural Instruction Message

**SAR**—Subaccount Representative

### *Terms*

**Change**—A formal message or letter change issued to alter, add to, or remove text from a publication. **NOTE:** After you establish a requirement for a standard publication, you automatically receive copies of its formal and message changes.

**Custodian**—A person who receives publications to post, file, and keep in the publication library.

**Customer Account Representative (CAR)**—A person appointed to set up requirements with the publishing distribution office to get publications and forms (AFI 37-161).

**Director of Information Management (IM)**—As used here, "IM" may refer to a Chief, Base Information Management (AFPD 37-1). Depending on the organizational level, this official may supervise a publishing distribution office and a master publication library within the 16G1 series of functional account codes (FAC) (formerly FAC 11XX) at installation level.

**Functional Publication Library (FPL)**—A unit or staff office library that contains only publications needed for the mission in a specific functional area.

**Historical Reference Publications**—Publications kept by historians for reference and research. **NOTE:** These are exempt from this instruction.

**Master Publication Library (MPL)**—A centralized repository of standard publications.

**Obsolete Publication**—A rescinded or superseded publication.

**Office of Primary Responsibility (OPR)**—Any headquarters, agency, or activity having primary functional interest in, and responsibility for a specific action, project, plan, or program.

**Periodicals**—Nondirective magazine or newsletter-type publications with a continuing policy as to format, content, and purpose, and published at least once a year (AFI 37-160, volume 4, *Air Force Publications and Forms Management Program--Air Force Periodicals and Nonrecurring Pamphlets*).

**Posting**—Adding or removing pages, or writing in changes or items from a supplement to a basic.

**Publication Set**—One or more publications directly related to one or several persons' duties.

**Publishing Distribution Office (PDO)**—The base or installation activity that distributes forms and publications.

**Standard Publication**—Doctrine documents, policy directives, instructions, mission directives, manuals, indexes, directories, handbooks, catalogs, operating instructions, supplements, pamphlets, visual aids, bulletins, and staff digests.

**Subaccount Representative (SAR)**—A person appointed to get publications and forms for a section within a unit. The SAR sets up requirements with the customer account representative (AFI 37-161).

**Supplement**—A document that adds material to a publication a higher headquarters issues.

## Attachment 2

### KEEPING PUBLICATIONS

**A2.1. Posting and Filing.** The nondirective procedures in this attachment for posting and filing publications are samples for guidance only. MAJCOM or FOA IMs may implement specific policies for managing libraries to meet local needs.

**A2.2. Filing a New or Revised Publication.** First, look for a supersession line at the bottom of the first page of a publication. If there is no supersession line, it is a new publication; file it in the proper binder. If there is a supersession line, you have a revision. Be sure to check whether the new publication supersedes more than one publication or supersedes portions of publications. Remove the superseded publication or publications from the binder. If a portion of a publication is superseded, post it to show deleted material, and the authority for deletion. If the revision has a future effective date, set up an informal suspense, and remove the superseded publication on the effective date.

#### **A2.3. Keeping Publication Files:**

A2.3.1. Usually custodians file publications in three-ring, loose-leaf binders. File publications without the three-hole punch separately and show location on OF 21, **Cross-Reference**, if desired.

A2.3.2. Custodians who file publications in filing cabinets, rather than in binders, should use standard guides, folders, and labels (AFI 37-123, *Management of Records* [formerly AFR 4-34]). Send requests for filing equipment to the records manager for approval according to AFI 37-123.

A2.3.3. Custodians send requests for powered or other mechanized filing equipment to the command records manager; coordinate the request through IM channels. Table of Allowance 006 lists equipment authorized.

#### **A2.4. Filing Publications in Binders:**

A2.4.1. In large libraries, separate each headquarter's publications (except supplements) in separate binders. However, you may file these publications together, if they fit into a few binders.

A2.4.2. File publications in numerical sequence, first by series number and then by control number (e.g., AFPD 20-1, AFMAN 20-25, AFI 21-201, AFPAM 25-18, etc.). File catalogs, indexes, handbooks, directories, headquarters operating instructions and operating instructions separately.

A2.4.3. After posting an Air Force publication that is in a supplement format to a DoD publication, file it with the basic DoD publication. Use OF 21 to show where you filed the publication.

A2.4.4. File classified publications separately from unclassified publications. In a secure area, however, you may file classified and unclassified publications in the same binders.

A2.4.5. If an MPL is open to the public, keep FOUO publications in separate binders. File the binders in an area that is not accessible to the public. Use OF 21 to cross-reference these publications in files.

A2.4.6. File specialized publications, periodicals, visual aids, bulletins, and staff digests in separate binders if you keep them in the library.

A2.4.7. File L-distribution publications in separate binders if the library is open to non-DoD personnel.

**A2.5. Posting and Filing a Change.** The change transmittal page shows whether to insert new pages or make write-in entries. On formal changes to departmental publications, SAF/AAIP issues only page-insert changes (not write-in). A formal change for field publications may show page, write-in, and paragraph changes. An emergency message change (EMC) or interim message change (IMC) may show write-in and paragraph changes.

A2.5.1. Post and file changes in the order in which they are issued; i.e., by type and order in which issued and date (see [Figure A2.1.](#) and [Figure A2.2.](#)). A formal change should supersede any existing EMCs or IMCs. However, in some cases, it may not. When posting, put the formal page change sheet directly after the basic publication, to be followed by EMCs, IMCs, and any supplements. [Figure A2.1.](#) gives examples for posting changes. **NOTE:** File IMCs or EMCs to departmental publications with the basic publication; posting is optional. Insert formal changes before message changes as shown in [Figure A2.2.](#) SAF/AAIP issues formal page changes to replace IMCs and EMCs (refer to AFI 37-160, volume 1). Keep message changes until you receive formal page changes. If the change tells you to make write-in changes, follow these procedures:

A2.5.2. If a line, sentence, paragraph, or section is changed, line through it and write in the word "Deleted" or "Replaced." Write the words over the lines or in the margin. In the left margin (of the appropriate column in a two-column publication), identify the authorizing change by writing the change number (e.g., C1 for formal changes; IMC 93-1 for IMCs; and EMC 93-1 for EMCs).

A2.5.3. If a paragraph is added, write in its number and the word "Added." Identify the change in the left margin.

A2.5.4. Remove and insert pages as shown on the transmittal page. If you posted a supplement to a removed page, write "see supplement" at the top of the new page, or post the supplement to the new page.

A2.5.5. File a change transmittal page, followed by message changes in the order in which they are issued in the back of the basic publication ([Figure A2.2.](#)). If the change pertains to a specific volume, file it in back of that volume. File amendment sheets to all volumes or parts of AFM 67-1, *USAF Supply Manual*, according to the filing instructions shown on them.

A2.5.6. When you receive an EMC or IMC to a field publication, post the change. Write in the EMC or IMC control number in the margin next to the changed portion of the publication. File the EMC or IMC in back of the basic publication ([Figure A2.2.](#)).

A2.5.7. Post interim letter changes, unnumbered letter changes, or unnumbered messages, if desired, behind IMCs or EMCs, chronologically.

A2.5.8. When you receive a procedural instruction message (PIM) to AFM 67-1, pencil in the control number in the margin, next to the affected text (e.g., post "PIM 93-10"). File the PIMs in back of the affected chapters, in control-number sequence (e.g., PIM 93-10, then PIM 93-11). When an amendment supersedes the PIM, remove and destroy the PIM. File amendment sheets according to paragraph A2.5.4.

**A2.6. Posting and Filing a Supplement.** A supplement adds information to a basic publication. Post a supplement to corresponding paragraphs, tables, figures, etc., in the basic publication. File supplements

in back of the publication (**Figure A2.2.**). File a page-insert supplement (i.e., each page contains only the text for specific paragraphs) across from the page being supplemented. **Figure A2.1.** shows samples for posting supplements.

**A2.6.1. Post a supplement in the paragraph format as follows:**

A2.6.1.1. Circle the number or letter of the supplemented paragraph, table, figure, etc. In the margin, write in the supplement number and the issuing headquarters. You do not need to post supplements to AFM 67-1. Indicate on the front page of the appropriate chapter the words "see supplement (*indicate number and date*)."

A2.6.1.2. Write in the number (or letter) of an added paragraph, followed by the word "Added." Then identify the supplement in the margin.

A2.6.1.3. File the supplement behind the basic publication. If the supplement pertains only to a specific volume of a publication, file it in back of that volume. Posting any part of a supplement that does not apply to users of your files is optional (e.g., posting a paragraph that is for "headquarters only").

**A2.6.2. Post a supplement in the page-insert format as follows:**

A2.6.2.1. File each page insert according to the instructions on the transmittal sheet.

A2.6.2.2. File the supplement transmittal page behind the basic publication. If the supplement pertains to a specific volume, file the transmittal page in back of that volume.

A2.6.2.3. When a basic publication is superseded, its supplements automatically stay in effect. These holdover supplements give interim guidance until the OPR revises or rescinds them. Do not post holdover supplements. File the supplements in back of the new basic publication. On the front page of the new basic, write "see supplements."

A2.6.2.4. When a basic publication is rescinded, its supplements are rescinded. The publications manager announces rescissions in the activity's publishing or base bulletin and index.

**A2.7. Filing a Publication That Has a Future Effective Date:**

A2.7.1. At the top of the first page of the superseded publication, write in the publication that replaces it (e.g., "to be superseded by AFI 37-199, effective 4 Dec 93"). Keep the superseded publication in file until the effective date.

A2.7.2. On the first page of the new publication, write in a reference to the superseded publication (e.g., "do not implement until 4 Dec 93--see AFI 37-199, 16 Nov 93").

A2.7.3. If the new publication has the same number, file it directly behind the publication being replaced. If the new publication has a different number, file it in the proper numerical sequence.

A2.7.4. On the effective date, remove the superseded publication from the binder. Delete the warning notice from the new publication.

A2.7.5. If a change contains page changes with a future effective date, file the complete change in front of the basic publication. Insert the new pages on their effective date. File the transmittal page behind the basic publication.

A2.7.6. If a change affects specific paragraphs of the basic publication at a future date, file the complete change in front of the basic publication. Post the affected paragraphs on the effective date. File the transmittal sheet of the change behind the basic publication.

Figure A2.1. Sample--How To Post Publications.

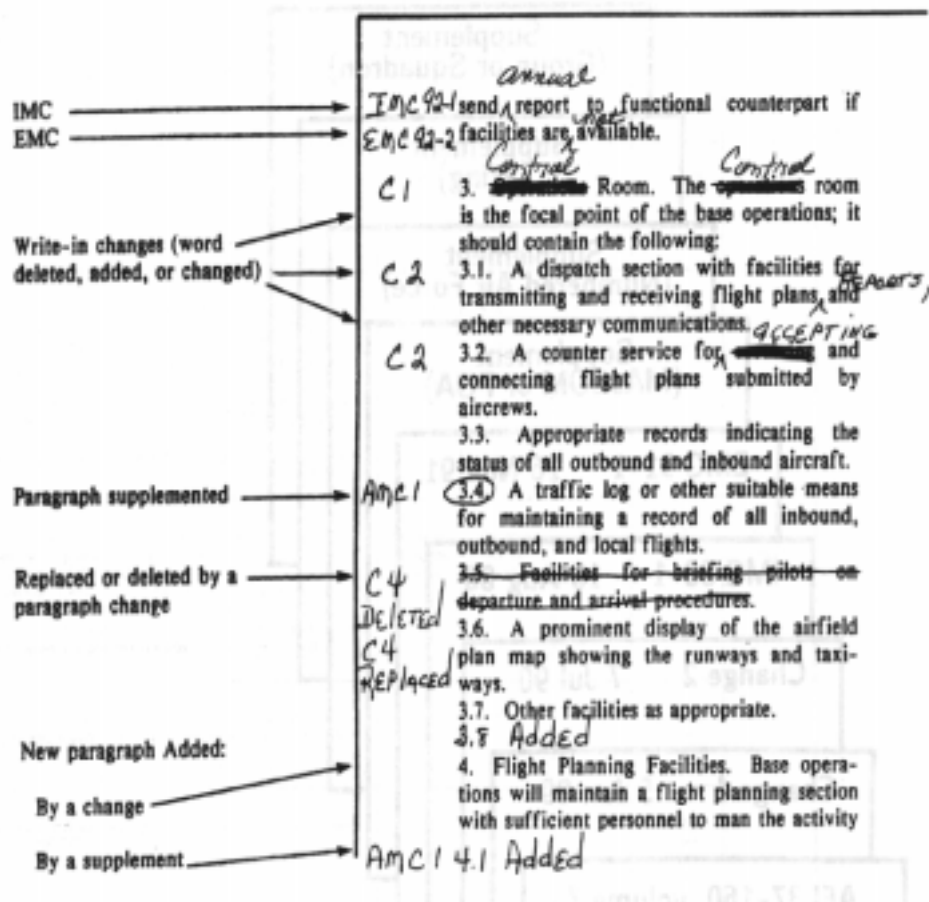
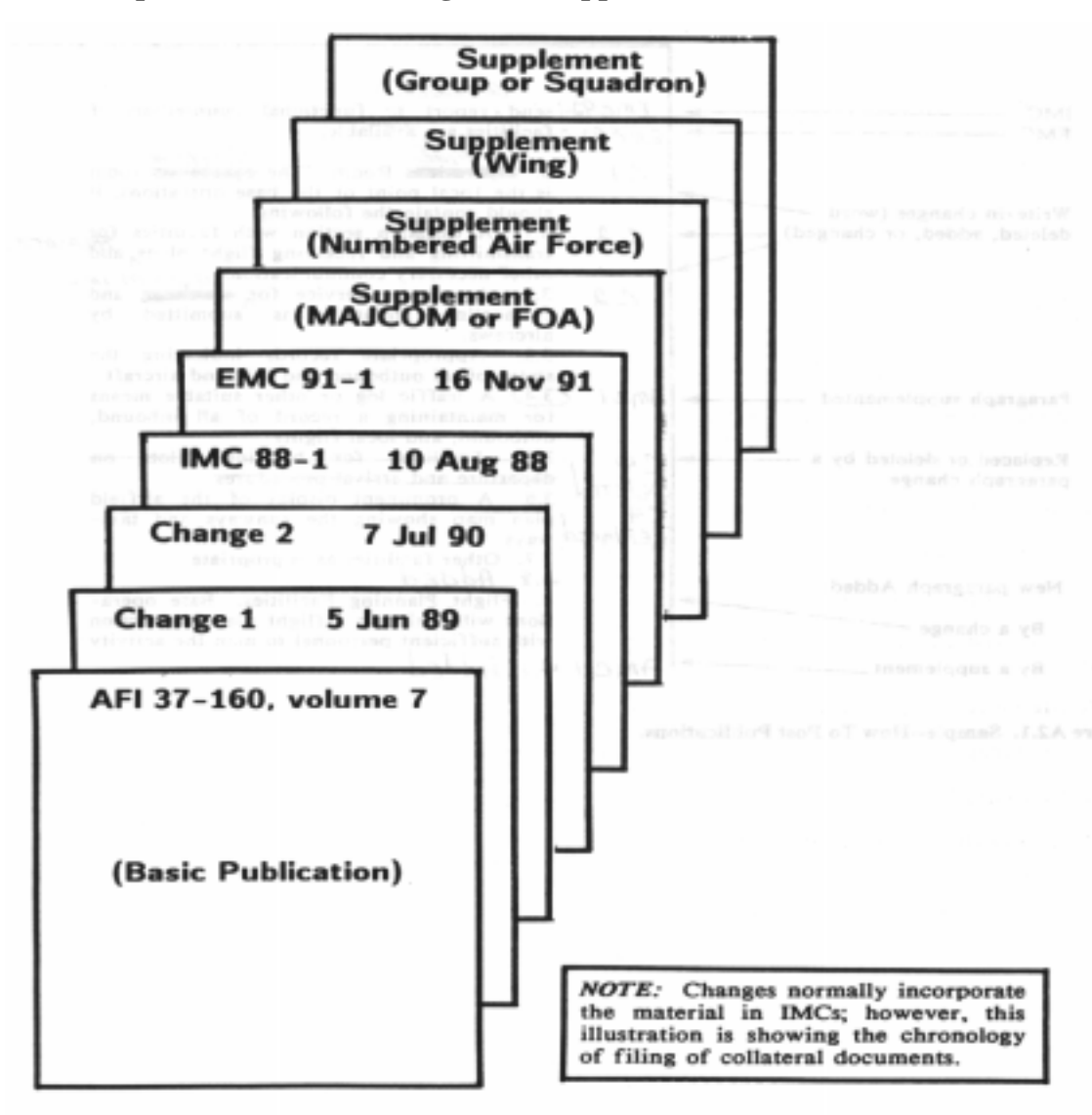


Figure A2.2. Sample--How To File Changes and Supplements.



**Attachment 3****INVENTORIES AND SPOT CHECKS OF LIBRARIES**

**A3.1. Inventory of MPLs and FPLs.** Check the MPLs and FPLs, periodically, to make sure they are current and complete. Record the date and names of personnel who conducted the inventory, if desired. You may note discrepancies and corrective action taken. Dispose of inventory records according to AFMAN 37-139.

**A3.2. Spot Checks of Publication Libraries and Sets:**

A3.2.1. The IM (or other staff official responsible for an MPL) may require spot checks of the MPL. Record the date and names of persons who conducted the check, if desired. You may note discrepancies and corrective action taken. Dispose of spot-check records according to AFMAN 37-139.

A3.2.2. The staff office that keeps an FPL, including decentralized publications from the MPL, may need spot checks.

A3.2.3. The IM may spot check decentralized publications to make sure functional OPRs are keeping them properly and making them available to other requesters.

**A3.3. Library Checklist.** If you are spot checking a library, answer these questions:

A3.3.1. Does the assigned custodian keep publications?

A3.3.2. Are current and needed publications in files or on order?

A3.3.3. Are requirements for publications set up with distribution source?

A3.3.4. Are changes and supplements promptly and properly posted to and filed with the basic publications or on order?

A3.3.5. Have rescinded and superseded publications been moved from current file to obsolete file, or discarded if no longer needed?

A3.3.6. Are current indexes kept and posted, if required?

A3.3.7. Are publishing bulletins reviewed to determine specific needs?

A3.3.8. Have classified, FOUO, and L-distribution publications segregated when necessary?

A3.3.9. Are spot checks or inventory conducted as required locally?